Navigating the New MAEFAIRS

Tip No. 1 – MAEFAIRS is now a web-based application. You <u>WILL NOT USE CITRIX</u> for MAEFAIRS reporting anymore!

Access the MAEFAIRS Login screen from the OPI Home Page (www.opi.mt.gov) by hovering over the 'Finance & Grants' heading, and then clicking on MAEFAIRS Login.

Tip No. 2 – Remember that your user name and passwords are different than they were for logging into MAEFAIRS using Citrix .

User Name: Is not the one used for logging into MAEFAIRS when you used CITRIX!

Is typically your first name, space, last name, unless **YOU CHANGE IT** (i.e. John Doe).

Is the same user name used for other web-based applications, such as:

Pupil Transportation, Gifted and Talented, etc.

OPI MAEFAIRS

Forgot your password? You can e-mail yourself a new one by clicking on this link, and then entering your user name.

Log In
User Name:
Password:
Log In
Forgot your password?

MAEFAIRS Instructions
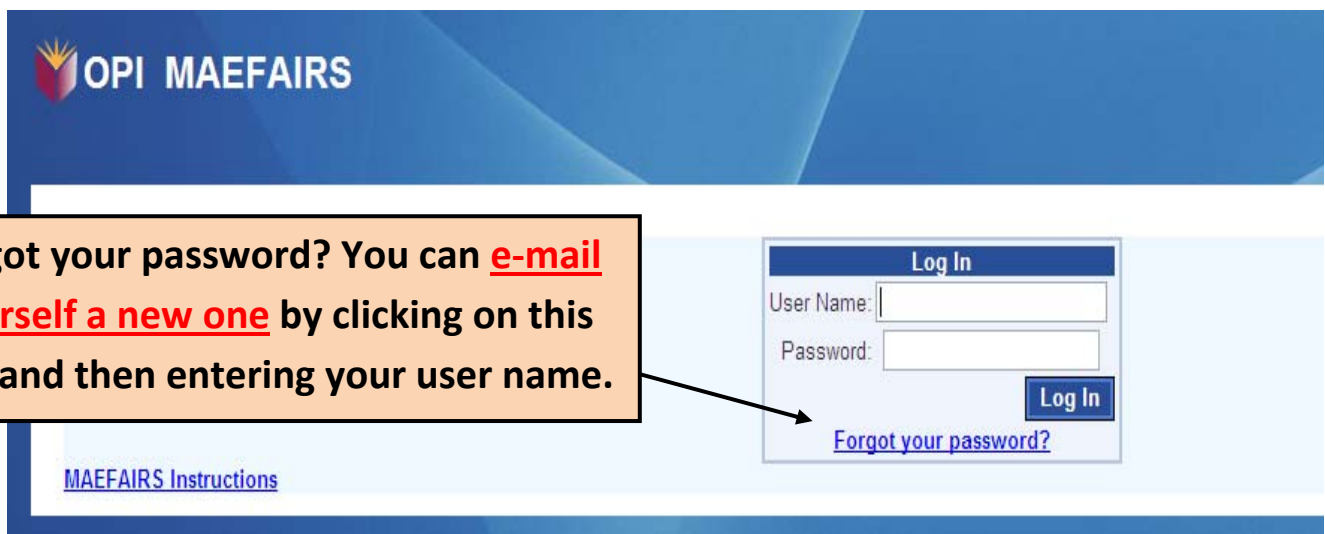
Password:

1. NEVER allow your internet browser to 'remember' or 'save' your password for MAEFAIRS.

2. Randomly generated passwords that are sent via e-mail can be difficult to manually key in.

3. When you receive a new password, 'copy' it by highlighting the text with your mouse (hold down left click), and then pressing Ctrl-C on your keyboard (or right click on your mouse, choose copy) to copy the password.

4. When logging in, 'paste' your random password in the password field by clicking inside the password field and pressing Ctrl-V on your keyboard (or right click on your mouse, choose paste) to paste it.

5. Once successfully logged in, immediately change your password to something you can easily remember.

Tip No. 3 – Get used to the new menu headings at the top of your screen. Hovering over these headings will allow you to access everything in MAEFAIRS.

OPI MAEFAIRS

Home   Data Entry   Reports   Views   Administration   Instructions   Logout

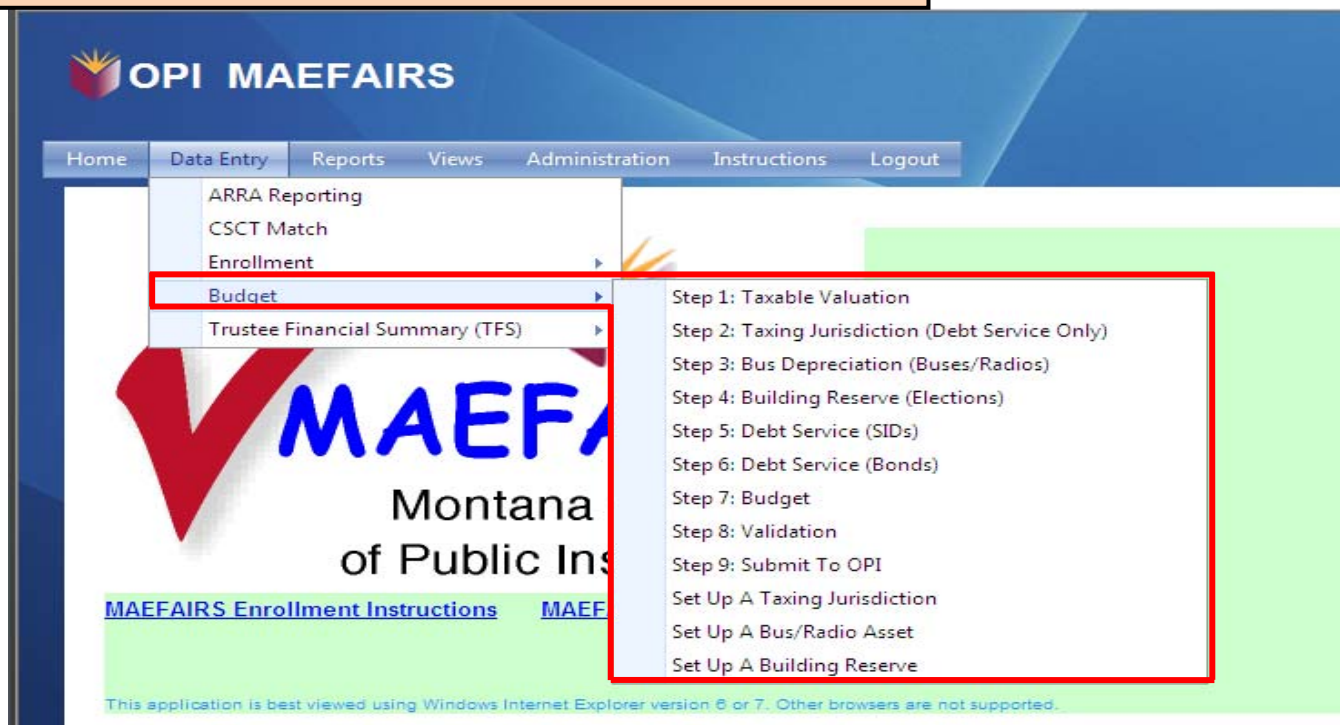Enter District Data

Print PDF Reports

Print Excel Spreadsheets

Change Password or E-Mail Address

View TFS/Budget Instructions
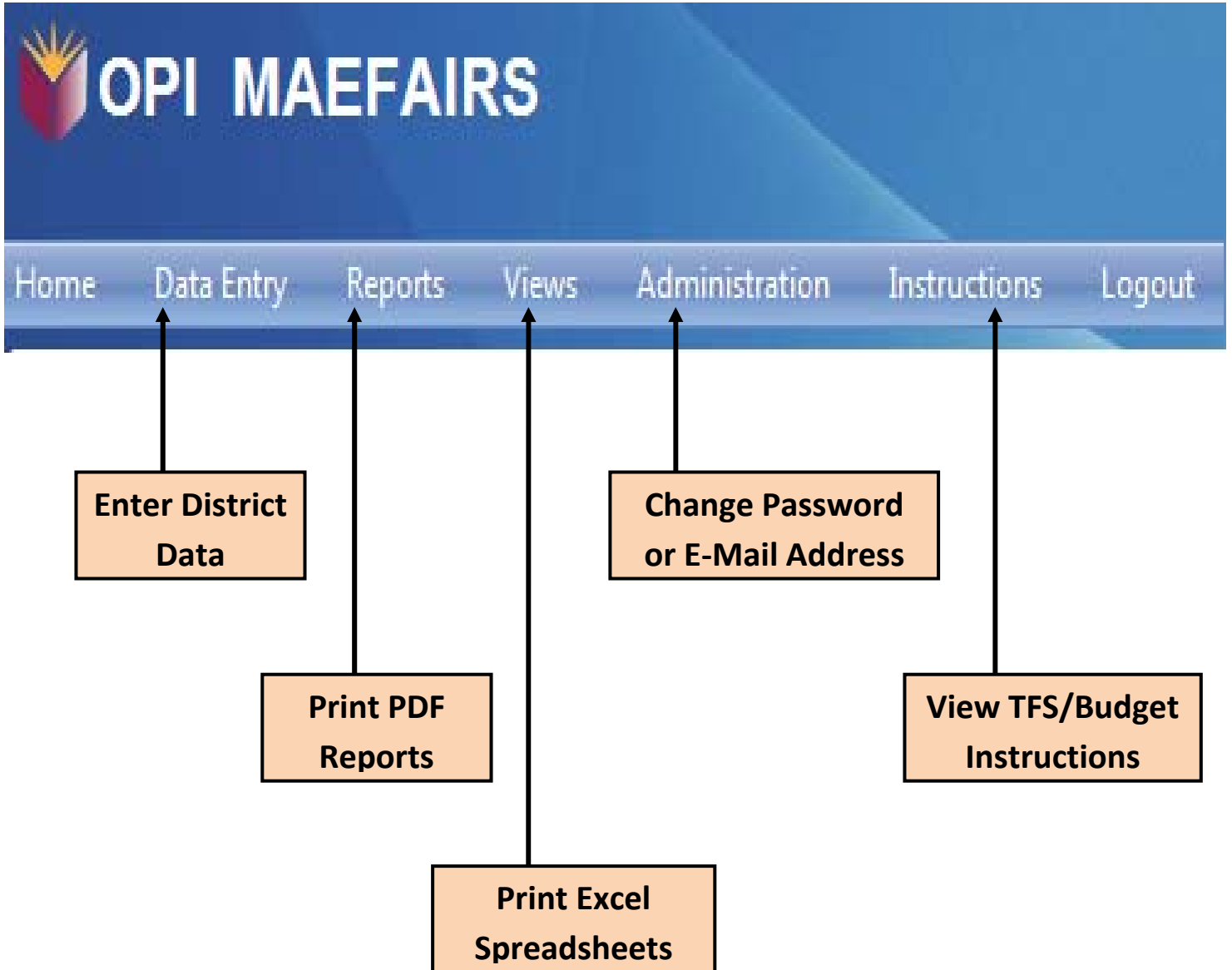
Tip No. 4 – Get used to using the "Data Entry" option. Hovering over it will access the Trustees' Financial Summary (TFS) and Budget data entry screens.

Data Entry --- TFS --- Steps 1-13

OPI MAEFAIRS

| Home | Data Entry | Reports | Views | Administration | Instructions | Logout |

ARRA Reporting
CSCT Match
Enrollment ►
Budget ►
Trustee Financial Summary (TFS) ►

Step 1: Prefilled Data Verification (Districts Only)
Step 2: Budget Amendments/Transfers
Step 3: Software
Step 4: Project Reporter Codes (PRC)
Step 5: Balance Sheet
Step 6: Revenues
Step 7: Expenditures
Step 8: Detail Expenditures
Step 9: Fixed Assets
Step 10: Long-Term Liabilities
Step 11: Review Special Education Reversion
Step 12: TFS Validation
Step 13: Submit TFS To OPI

Montana
of Public Ins

MAEFAIRS Enrollment Instructions **MAEF**

This application is best viewed using Windows Internet Exp

Data Entry --- Budget --- Steps 1-9 & Setup Screens

OPI MAEFAIRS

| Home | Data Entry | Reports | Views | Administration | Instructions | Logout |

ARRA Reporting
CSCT Match
Enrollment ►
Budget ►
Trustee Financial Summary (TFS) ►

Step 1: Taxable Valuation
Step 2: Taxing Jurisdiction (Debt Service Only)
Step 3: Bus Depreciation (Buses/Radios)
Step 4: Building Reserve (Elections)
Step 5: Debt Service (SIDs)
Step 6: Debt Service (Bonds)
Step 7: Budget
Step 8: Validation
Step 9: Submit To OPI
Set Up A Taxing Jurisdiction
Set Up A Bus/Radio Asset
Set Up A Building Reserve

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MAEFAIRS Enrollment Instructions **MAEF**

This application is best viewed using Windows Internet Explorer version 6 or 7. Other browsers are not supported.

Tip No. 5 – You must click on the *SAVE* button to create records (i.e. to make data entries). Do not try to create records by using the 'Enter' key on your keyboard.

Example: You want to create a record for regular instructional salaries (1XX-1XXX-1XX). Using the dropdown lists, you must choose the Program code, Function Code, and Object Code. You then enter an amount, and select the *SAVE* button.

Expenditures

Fiscal Year: 2010   LE: Absarokee Elem - 0861 ▾   Fund Code: 01 - General Fund ▾

Print Expenditure Report	Go To Project Reporter Page	Go To Revenue Page

Project Reporter Code: ▾

Program Code: 1XX - Regular Education Programs - Elementary/Secondary ▾

Function Code: 1XXX - Instruction ▾

Object Code: 1XX - Personal Services - Salaries ▾

Amount: 700,000   Last Year's Amount: 652,201.39   [Save] Cancel Delete

Expenditures

There are no expenditure records entered for this LE.

Create 'records' by selecting the *SAVE* button.

Tip No. 6 – If you want to change a record that you have already saved, you must *SELECT* the existing record from the list of saved entries.

For example, assume you want to change the record you just created (1XX-1XXX-1XX). You choose the Program code, Function Code, but the 1XX Object Code is no longer in the drop down list.

1XX-1XXX-1XX is not available, because you have already saved a record for it.

The record shows below because it has already been saved. In order to edit the record, you must click on the *SELECT* button, make any changes to the amount, and then select *SAVE* again.


1. *SELECT* the saved record.
2. Make necessary changes to the amount.
3. Select *SAVE* again.

Tip No. 7 – You can change the size of the text inside MAEFAIRS using your web browser.

You have the ability to change the text size in Internet Explorer. Keep in mind that this will affect all other web pages you view as well. Medium is the recommended text size.

Changing Text size in Internet Explorer:

VIEW → TEXT SIZE → SELECT A SIZE
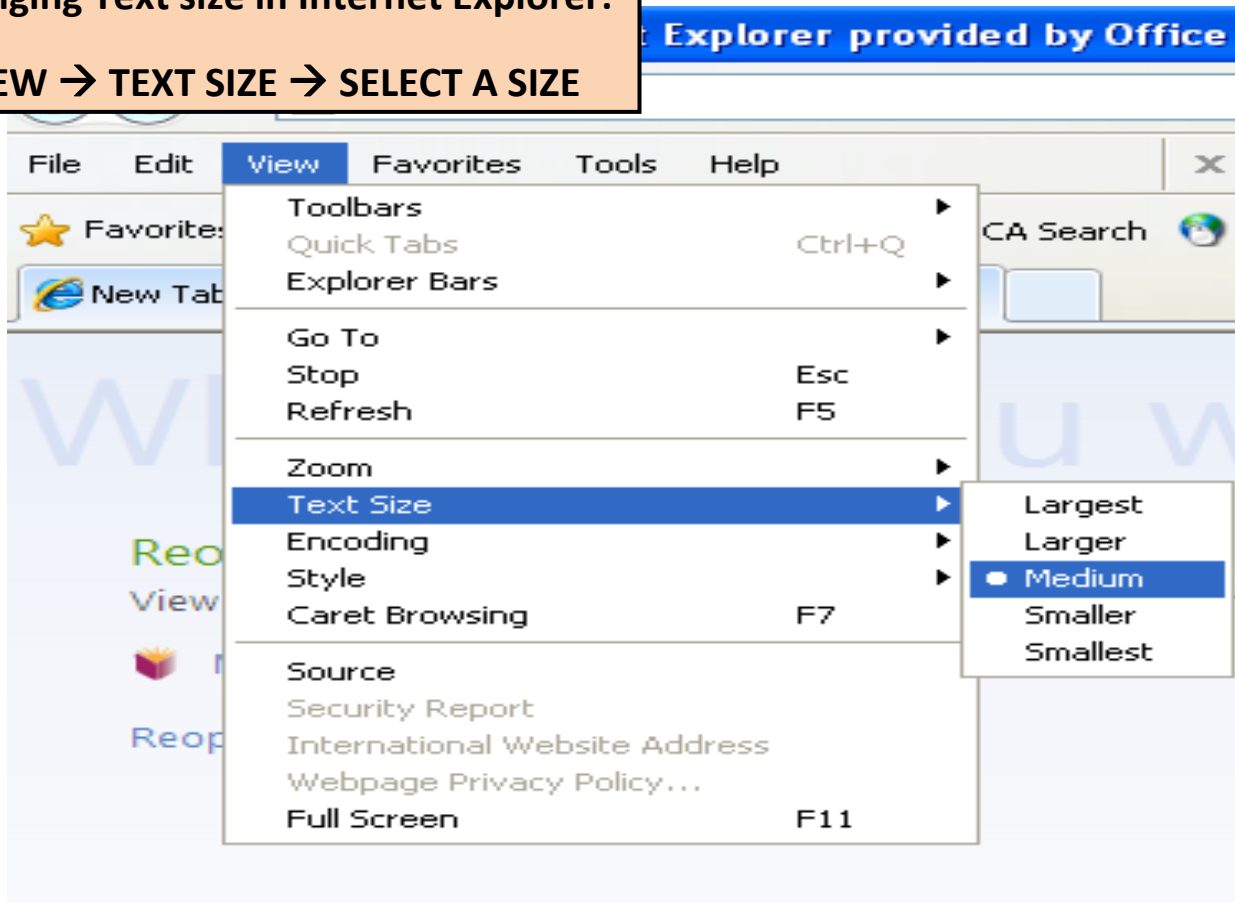
Change the text size in other web broswers:

Firefox:	Increase: Hold Ctrl and press +	Decrease: Hold Ctrl and press -
Chrome:	Increase: Hold Ctrl and press +	Decrease: Hold Ctrl and press -
Safari:	View → Make Text Bigger	Decrease: View → Make Text Smaller
Opera:	View → Zoom → Choose a %	Decrease: View → Zoom → Choose a %

Tip No. 8 – When you print a report, you can control the information you include. Then use the *PRINT TO PDF* function.

This creates a PDF file that you can save on your computer and then print copies.

Make sure that you have the most up to date version of Adobe Reader installed on your computer.

Example: The 'Budget' report screen is shown below.

Tip No. 9 – When there are multiple data entries in a list, the lower left numbers indicate more than one 'page' of data.

Example: Saved records in TFS Step 4: Project Reporter Code Screen (5 entries per 'page'):

PRC	Program Title	Program Type	Project Number	CFDA #		
169	Title IV, Part A, Safe & Drug-Free	FEDERAL	0480861160900	84.186A	Select	Delete
229	Title VI,Part B,Subpart 1,Small Rural Schools(SRS)	FEDERAL	S358A040550	84.358A	Select	Delete
309	State OTO Capital Invest & Deferred Maintenance	STATE	STATE	state	Select	Delete
319	Title I, Part A, Improving Basic Programs	FEDERAL	0480861310900	84.010A	Select	Delete
329	Jobs for Montana Graduates	STATE	STATE	State	Select	Delete

1 2 3

3 'Pages' of project reporter code records. Click on page numbers to see other saved records.

Example: Saved records in TFS Step 6: Revenues (10 entries per 'page'):

Revenue Code	PRC	Amount	Calculated	
1110 - District Tax Levy		500,000.00	No	Select
1117 - District Levy - Distn of Pr Yr's Prot/Dlq Taxes		175,000.00	No	Select
1310 - Individual Tuition		2,000.00	No	Select
1510 - Interest Earnings		5,000.00	No	Select
3110 - Direct State Aid		468,361.26	Yes	
3111 - Quality Educator		54,196.27	Yes	
3113 - Indian Education For All		4,039.20	Yes	
3115 - State Spec Ed Allowable Cost Pymt to Districts		33,310.39	Yes	
3120 - State Guaranteed Tax Base Aid		98,515.00	Yes	
3444 - State School Block Grant		119,920.53	Yes	
		1,494,976.34		

1 2

2 'Pages' of TFS Revenue records. Click on page numbers to see other saved records.